

WEEKLY PROGRESS REPORT

NAME

Lisa Glazer

Supervisor's Signature _____

TOTAL SAMPLES ASSIGNED:						1
RUSHES						RUSHES

Back Log:						2
RUSHES						

LABORATORY TIME		
Time Allocation		Overtime
VACATION		
HOLIDAY		
SICK		
PERSONAL		
COMP TIME		
LEAVE W/O Pay		
COURT		
COURT TRAVEL		
QA/QC		

Week Ending

Drug Laboratory

*RUSH cases**

TOTAL SAMPLES COMPLETED: 0

N/A=No Analysis Needed

SUMMARY

SAMPLES ASSIGNED

SAMPLES COMPLETED

SAMPLES IN BACKLOG

Safety				
	INSTRUMENT MAINT.			
	TRAINING			
	TRAINING TRAVEL			
	MEETINGS			
	CASEWORK			
	OTHER - IN LAB			
	OTHER - OUT OF LAB			
	Total All			0
	Total Out of Lab			

Comments:				
			In Progress	In Progress

Total time out of lab	0.00
Total time in lab	37.50
Total overtime*	0.00

Cases worked on OT				

Case#	Type	Case#	Type	Case#	Type	Case#	Type	Case#	Type	Case#	Type	Case#	Type	Case#	Type	Case#	Type	#
																		0